

☒ New
☐ OTR
☐ Sole Source
☐ Bid Waiver
☐ Emergency
 Previous Contract/Project No. IQ-00194/RQID130003

☐ Contract
☐ Re-Bid
☐ Other
 LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: RQID1500114
 TERM OF CONTRACT 0 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Sports Utility Vehicle (SUV) Purchase for BCC Sgt at Arms

Description:	<p>The purpose of this Invitation to Quote (ITQ) is to secure quotes for the purchase of one of three sports utility vehicle (SUV) models: Ford Expedition EL, Chevrolet Suburban, or GMC Yukon XL for the BCC Sgt at Arms either 2015 or 2016 Model.</p>
--------------	---

Issuing Department:	ISD	Contact Person:	Rey Llerena	Phone:	305-375-2299						
Estimate Cost:	less than \$50k	Funding Source:	<table border="1"> <tr> <td>GENERAL</td> <td>FEDERAL</td> <td>OTHER</td> </tr> <tr> <td>IS Fund</td> <td></td> <td></td> </tr> </table>	GENERAL	FEDERAL	OTHER	IS Fund				
GENERAL	FEDERAL	OTHER									
IS Fund											

Commodity Codes:		97514				
Contract/Project History of previous purchases three (3) years						
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.						
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>			
Contractor:						
Small Business Enterprise:						
Contract Value:		\$	\$			
Comments:						
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						

SBE	Set-aside	Sub-contractor goal	Bid preference	Selection factor
Basis of recommendation:				
Signed: Lorrie Kola		Date sent to SBD: 08/06/2015		
		Date returned to DPM:		



**Miami-Dade County
Procurement Management Services
Invitation To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

INVITATION TO QUOTE (ITQ) NO. IQ-00271

ITQ CLOSE DATE/TIME: 08/14/2015

ITQ TITLE: Sports Utility Vehicle (SUV) Purchase

CONTACT PERSON:

Lorrie Kola

CONTACT PHONE/ EMAIL:

305-375-4884/d

ISSUING DEPARTMENT:

Internal Services Department

SECTION 1 – GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-2.pdf>

NOTICE TO ALL BIDDERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site.)

PLEASE NOTE THE FOLLOWING: No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.



**Miami-Dade County
Procurement Management Services
Invitation To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

DUE DATE: 6:00 p.m. on Friday, August 14, 2015

CONTACT PERSON: Lorrie Kola

PHONE: (305) 375-4884

Email: dlorie@miamidade.gov

SECTION 2 – SPECIAL TERMS AND CONDITIONS

1. PURPOSE

The purpose of this Invitation to Quote (ITQ) is to secure quotes for the purchase of one of the six sports utility vehicle (SUV) models per the technical specifications.

2. METHOD OF AWARD

Award of this ITQ will be made to the responsive, responsible Bidder offering the lowest price of the selected vehicle model. The County at its sole discretion will select one vehicle model in its best interest.

2.1 MINIMUM REQUIREMENTS:

- A. The Bidder shall be the manufacturer, fabricator or an authorized dealer of the manufacturer. The Bidder must provide authenticating documentation of its status.
- B. A service facility capable of supporting the proposed sale and performing warranty repairs and supplying needed parts must be located in Miami-Dade or Broward County. The service facility is subject to the County's review and approval.
- C. In accordance with Chapter 320 of the Florida Statutes, SS320.27, Bidders must be licensed by the state of Florida as a motor vehicle dealer. Bidders shall furnish a copy of their license.

Bidders shall provide copies of requested documents with their bid. However, the County reserves the right to request such documentation during the evaluation period. Failure to meet these requirements may result the bid being deemed non-responsive.

3. TERMS AND CONDITIONS

1. Miami-Dade County is Excise Tax Exempt (batteries & tires) under Federal Tax Exemption No. 59-73-024SK and holds Florida Sales Tax Exemption certificate No. 034003608-2 3. Sales tax charges will not be paid and should not appear in any calculations or be figured in the Bidder's quote.
2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
3. Bidders shall insert unit price as required opposite each item to include *all elements of cost* for the vehicle. The Bidder shall provide a response of "0.00" or "No Bid" for any item that a price will not be offered.
4. This Invitation to Quote Form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
5. All vehicles offered shall be new, not previously used as a demonstrator or loaner, may not have been previously sold or damaged, whether repaired or not, nor have been operated for any other purpose including point to point delivery transportation which would cause the vehicle to register more than 25.0 miles on the vehicle's odometer and corresponding registration and titling papers at the time and place of delivery to the County. Vehicles with an odometer reading in excess of 25.0 miles will not be accepted unless determined to be in the best interest of the County upon evaluation.



**Miami-Dade County
Procurement Management Services
Invitation To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

6. Rejected goods remain the property of the awarded Bidder and all risk of loss remains with the Bidder. The awarded Bidder must remove all rejected goods from County property within three (3) business days.
 7. **Inspector General Fee**: The costs of mandatory random audits by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price. Refer to Section 1, Paragraph 1.27 of the General Terms and Conditions for further details.
 8. **User Access Program (UAP) Fee**: Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). Refer to Section 1, Paragraph 1.35 of the General Terms and Conditions for further details.
4. **SPECIAL CONDITIONS FOR BIDDING MOBILE EQUIPMENT, BIDDING EQUAL PRODUCTS, NO SUBSTITUTION COMPONENTS, MANUFACTURER'S CATALOGUES/BROCHURES AND PRODUCT DEMONSTRATIONS**

- 4.1 Manufacturer's name, brand name and/or model number, when used in the specifications are for the sole purpose of establishing minimum requirements of levels of quality, standards of performance and design. They are in no way intended to prohibit the bidding of other manufacturer's brands of equal material, quality, design and standards of performance, unless the wording "NO SUBSTITUTION" is used. When an equal product is bid, the Bidder shall furnish the factory information sheets (specifications, brochures, etc.) that show the product meets or exceeds the required specifications. Failure to meet this requirement may result in the bid being deemed non-responsive. The County will be sole judge of equality or similarity and the County's decision shall be final.
- 4.2 When "NO SUBSTITUTION" is used in combination with a manufacturer's name, brand name and/or model number, the named item is the only item that will be accepted by the County.
- 4.3 Manufacturer's standard information sheets, catalogues, brochures and all supporting documentation submitted must show the product meets or exceeds the required specifications. Bids that are submitted with standard product literature which offer technical data or product descriptions indicating the item or product bid does not meet the required specifications must be accompanied by a letter, on the Bidder's company stationary, identifying those differences and describing how compliance with the required specifications is to be accomplished. Failure to comply with this requirement may result in the rejection of the bid.

NOTE 1: Photographs, picture, and other graphic illustrations that are part of standard product literature will not be used in determining product compliance with these specifications.

4.4 VEHICLE FURNISHED

The vehicle furnished by the Bidder shall be new and the most recent model available. Demonstrator models are not acceptable. Any optional components that are required in accordance with these Bid Specifications shall be considered standard equipment for the purposes of this solicitation. Any optional components that are recommended by the vehicle manufacturer for the application intended must be included and will be considered standard equipment for the purposes of this solicitation. The application and usage of all components, sub-components or parts must be in accordance with their manufacturers' recommendations as well as the recommendations of all associated component manufacturers. Omission of any essential detail from these specifications does not relieve the Bidder from furnishing a complete and ready to work unit. The silence of specifications on any point shall mean that only the finest commercial practices of the industry shall apply and all interpretations of Bid Specifications shall be so governed. The unit shall conform to all applicable Occupational Safety and Health Administration (OSHA), State and Federal and American National Standards Institute (ANSI) requirements and standards, and Department of Transportation (D.O.T.) regulations. All components and



included craftsmanship are to be in accordance with current Society of Automotive Engineers (S.A.E.) standards and recommended practices. The engineering, materials and workmanship shall exhibit a high level of quality and appearance consistent with or exceeding the industry standards.

4.5 WARRANTY REQUIREMENTS

The awarded Bidder shall supply and be responsible for the vehicle's warranty. Vehicles with a GVWR of 19,500 pounds or less will have a warranty free of deductibles with no less than the following industry defined coverage:

- A. Thirty-six months (36) or 36,000 miles full vehicle bumper to bumper.
- B. Sixty months (60) or 60,000 miles on the power train.

When the vehicle or component manufacturers provide a warranty with coverage in excess of that stipulated herein, that additional coverage shall not be diminished by the requirements of this paragraph. When the vehicle or component manufacturers provide a warranty with less coverage than that stipulated herein, the Bidder shall provide a supplemental warranty that meets or exceeds the warranty requirements, as stipulated herein. The warranty terms shall be subject to the Delay In Start Warranty Program (commence when the vehicle is put into service), if available from the vehicle's manufacturer.

- 4.6 The awarded Bidder shall be responsible for promptly correcting any warranted deficiency, at no cost to the County, at a warranty service center that meets the criteria stated in Paragraph 2.1(B) within five (5) calendar days after the County notifies the Bidder of such deficiency in writing. If the Bidder fails to honor the warranty and/or fails to correct or replace the defect within the period specified, the County may, at its discretion, notify the Bidder in writing that the Bidder may be found in violation of the Contract or be subject to contractual default if the deficiencies are not corrected and/or replacement or repairs are not completed to the satisfaction of the County within the specified timeframe. If the Bidder fails to satisfy the warranty within the period stipulated in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another Bidder and charge the Bidder for any additional costs that are incurred by the County, either through a credit memorandum or through invoicing.

4.7 DELIVERY AND PAYMENT

- A. All prices shall be quoted F.O.B. destination point. Deliveries are authorized at the County's New Car Get Ready vehicle facility, located at 6100 SW 87th Ave, Miami, Florida 33173, between the hours of 8:00 A.M. and 2:00 P.M. weekdays, or at another location or at times that may be so designated on the purchase order. Contact the Facility Supervisor at (305)270-6367, forty-eight (48) hours prior to delivery.
- B. Delivery to the County is required no later than sixty day (60) days from the date that the County department orders the equipment by sending a printed Purchase Order to the awarded Bidder. All deliveries are to be made in accordance with good commercial practice. All equipment delivered must be in full compliance with bid specifications and requirements, and must be in excellent condition ready to work. Upon verification of compliance with these requirements the County will accept the delivered equipment.

Note: See Paragraph D. below for equipment delivery deficiency correction requirements.

- C. Upon failure to deliver the equipment in accordance with best commercial practices, excellent ready to work condition, and full compliance with the specifications and requirements to the County within the number of days stipulated in Paragraph 4.7(B) above, the awarded Bidder shall be subject to charges for liquidated damages in the amount of \$45.00 per unit purchase price for each and every calendar day that each unit of the equipment order is not delivered on time and in acceptable condition and/or in accordance with the



**Miami-Dade County
Procurement Management Services
Invitation To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

required delivery timeline schedule. This charge for liquidated damages is in addition to other remedies and timetable requirements listed in Paragraph 4.7(D) below.

- D. The awarded Bidder shall be responsible for promptly correcting any equipment delivery deficiency, at no cost to the County, within ten (10) calendar days after the County notifies the Bidder of such deficiency in writing. If the Bidder fails to correct or replace the defect within the period specified, the County may, at its discretion, notify the Bidder in writing that the Bidder may be found in violation of the Contract or be subject to contractual default if the deficiencies are not corrected and/or replacement or repairs are not completed to the satisfaction of the County within the specified timeframe. If the Bidder fails to satisfy the delivery requirements within the period stipulated in the notice, the County may (a) place the Bidder in default of its contract, and/or (b) procure the products or services from another Bidder and charge the Bidder for any additional costs that are incurred by the County either through a credit memorandum or through invoicing.
- E. The County shall issue payment after completion of items (a) and (b) below, and as per the payment provisions established in Section 1, Paragraph 1.2, (H), (1):
- a. The delivered unit is successfully inspected for compliance with all specifications and requirements and is accepted (including delivery of the required manuals as specified in Paragraph 5.8 below).
 - b. All documentation described in the Purchase Order has been received as stipulated therein. The language that will appear in the successful Bidders Purchase Order is:

Application for Certificate of Title and/or Vehicle Registration (HSMV-8040), Certification of Motor Vehicle Sale Tax Exemption (MVC Form DR-41A), Motor Vehicle Dealer Title Reassignment Supplement (DHSMV 82994), Manufacturer's Statement of Origin To A Motor Vehicle and Service Policy shall be made out in the name of:

Miami Dade County, Florida
2225 N.W. 72nd Avenue,
Miami, Florida 33122.

- c. These documents must be dated to coincide with the delivery of the equipment, send all papers to:

Internal Services Department
Administrative and Business Services Division
Capital Inventory Section
2225 N.W. 72nd Avenue
Miami, Florida 33122

- d. All documents must be properly filled out and completed, signed and notarized by an authorized individual with no strike-overs on any documents. Noncompliance will result in payment delays.
- e. The invoice is to be made out in triplicate to the name of the department as indicated on the Purchase Order and mailed to the same address as shown on the Purchase Order. The vehicle key numbers are to be noted on the invoice.

4.8 PARTS, REPAIRS AND OWNER'S MANUAL

The Bidder shall provide the County with a minimum of one (1) owner's manual which describes the appropriate use of the vehicle purchased, and one (1) comprehensive repairs and parts manuals which identify the component parts and which describe the appropriate process for repairing the vehicle purchased. This may be done by book, CD or online access to the appropriate complying information.



SECTION 3 – TECHNICAL SPECIFICATIONS

Miami-Dade County is seeking the purchase of a 2015 or 2016 Sport Utility Vehicle (SUV) for use by a government official.

3.1 These are the minimum requirements for **the purchase of one (1) 2015 Ford Expedition EL 4x2 SUV** equipped with the standard Eco boost engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

- 3.1.1 Exterior Color: Black "No Substitution".
- 3.1.2 Interior Color: Darkest Leather "No Substitution".
- 3.1.3 Front Bucket Seats, 2nd row bench seating and rear power folding bench seating to provide for a rear flat load floor
- 3.1.4 OEM Rear view camera backup camera
- 3.1.5 Color coordinated Floor Mats for All Seating Positions. If OEM floor mat is not available for a seating position, vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator floor mat as close as available for that area
- 3.1.6 Color coordinated OEM cargo mat for rear cargo area behind the third (3rd) row. If an OEM cargo mat is not available for the cargo area, the vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator cargo mat as close as available for that area
- 3.1.7 Delivery of Unit Required within 60 Days.

3.2 These are the minimum requirements for **the purchase of one (1) 2016 Ford Expedition EL 4x2 SUV** equipped with the standard Eco boost engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

- 3.2.1 Exterior Color: Black "No Substitution".
- 3.2.2 Interior Color: Darkest Leather "No Substitution".
- 3.2.3 Front Bucket Seats, 2nd row bench seating and rear power folding bench seating to provide for a rear flat load floor
- 3.2.4 OEM Rear view camera backup camera
- 3.2.5 Color coordinated Floor Mats for All Seating Positions. If OEM floor mat is not available for a seating position, vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator floor mat as close as available for that area
- 3.2.6 Color coordinated OEM cargo mat for rear cargo area behind the third (3rd) row. If an OEM cargo mat is not available for the cargo area, the vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator cargo mat as close as available for that area
- 3.2.7 Delivery of Unit Required within 60 Days.

3.3 These are the minimum requirements for **the purchase of one (1) 2015 Chevrolet Suburban 4x2 SUV** equipped with the manufacturer's standard engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

- 3.3.1 Exterior Color: Black "No Substitution".
- 3.3.2 Interior Color: Darkest Leather "No Substitution".
- 3.3.3 Front Bucket Seats, 2nd row bench seating and rear power folding bench seating to provide for a rear flat load floor.
- 3.3.4 OEM Rear view camera backup camera
- 3.3.5 Color coordinated Floor Mats for All Seating Positions. If OEM floor mat is not available for a seating position, vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator floor mat as close as available for that area
- 3.3.6 Color coordinated OEM cargo mat for rear cargo area behind the third (3rd) row. If an OEM cargo mat is not available for the cargo area, the vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator cargo mat as close as available for that area
- 3.3.7 Delivery of Unit Required within 60 Days.



**Miami-Dade County
Procurement Management Services
Invitation To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

3.4 These are the minimum requirements for the purchase of one (1) 2016 Chevrolet Suburban 4x2 SUV equipped with the manufacturer's standard engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

- 3.4.1 Exterior Color: Black "No Substitution".
- 3.4.2 Interior Color: Darkest Leather "No Substitution".
- 3.4.3 Front Bucket Seats, 2nd row bench seating and rear power folding bench seating to provide for a rear flat load floor.
- 3.4.4 OEM Rear view camera backup camera
- 3.4.5 Color coordinated Floor Mats for All Seating Positions. If OEM floor mat is not available for a seating position, vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator floor mat as close as available for that area
- 3.4.6 Color coordinated OEM cargo mat for rear cargo area behind the third (3rd) row. If an OEM cargo mat is not available for the cargo area, the vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator cargo mat as close as available for that area
- 3.4.7 Delivery of Unit Required within 60 Days.

3.5 These are the minimum requirements for the purchase of one (1) 2015 GMC Yukon XL 4x2 SUV equipped with the manufacturer's standard engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

- 3.5.1 Exterior Color: Black "No Substitution".
- 3.5.2 Interior Color: Darkest Leather "No Substitution".
- 3.5.3 Front Bucket Seats, 2nd row bench seating and rear power folding bench seating to provide for a rear flat load floor.
- 3.5.4 OEM Rear view camera backup camera
- 3.5.5 Color coordinated Floor Mats for All Seating Positions. If OEM floor mat is not available for a seating position, vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator floor mat as close as available for that area
- 3.5.6 Color coordinated OEM cargo mat for rear cargo area behind the third (3rd) row. If an OEM cargo mat is not available for the cargo area, the vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator cargo mat as close as available for that area
- 3.5.7 Delivery of Unit Required within 60 Days.

3.6 These are the minimum requirements for the purchase of one (1) 2016 GMC Yukon XL 4x2 SUV equipped with the manufacturer's standard engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

- 3.6.1 Exterior Color: Black "No Substitution".
- 3.6.2 Interior Color: Darkest Leather "No Substitution".
- 3.6.3 Front Bucket Seats, 2nd row bench seating and rear power folding bench seating to provide for a rear flat load floor.
- 3.6.4 OEM Rear view camera backup camera
- 3.6.5 Color coordinated Floor Mats for All Seating Positions. If OEM floor mat is not available for a seating position, vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator floor mat as close as available for that area
- 3.6.6 Color coordinated OEM cargo mat for rear cargo area behind the third (3rd) row. If an OEM cargo mat is not available for the cargo area, the vendor will need to supply a WeatherTech Brand "No Substitution" color coordinator cargo mat as close as available for that area
- 3.6.7 Delivery of Unit Required within 60 Days.



**Miami-Dade County
Procurement Management Services
Invitation To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

SECTION 4 – BID SUBMITAL

Company Name: _____ Contact Person Name: _____

Phone Number: _____ Email Address: _____

<u>Vehicle</u>	<u>Total Price</u>
1. <u>2015 Ford Expedition EL 4x2 SUV</u>	\$ _____
2. <u>2016 Ford Expedition EL 4x2 SUV</u>	\$ _____
3. <u>2015 Chevrolet Suburban 4x2 SUV</u>	\$ _____
4. <u>2016 Chevrolet Suburban 4x2 SUV</u>	\$ _____
5. <u>2015 GMC Yukon XL 4x2 SUV</u>	\$ _____
6. <u>2016 GMC Yukon XL 4x2 SUV</u>	\$ _____

Documentation Required

Per section 2, paragraph 2.1(A), Bids will not be accepted from sources other than the vehicle's manufacturer, fabricator, or licensed dealer thereof. The Bidder shall provide authenticating documentation of its status.

Please select one of the following and attach authenticating documentation:

☐ Manufacturer

☐ Fabricator

☐ Authorized Dealer

Per Section 2, paragraph 2.1(B), List the Name and Address of the Manufacturer's-Approved Service Facility in Miami-Dade or Broward County:

Name of Facility: _____

Facility Address: _____

Telephone No.: _____

Primary Contact Person: _____

Secondary Contact Person: _____

Per Section 2, Paragraph 2.1(C), attach a copy of the motor vehicle dealer license granted under SS 320.27 for this state.

Please confirm attachment with Bid by
initialing below:
